

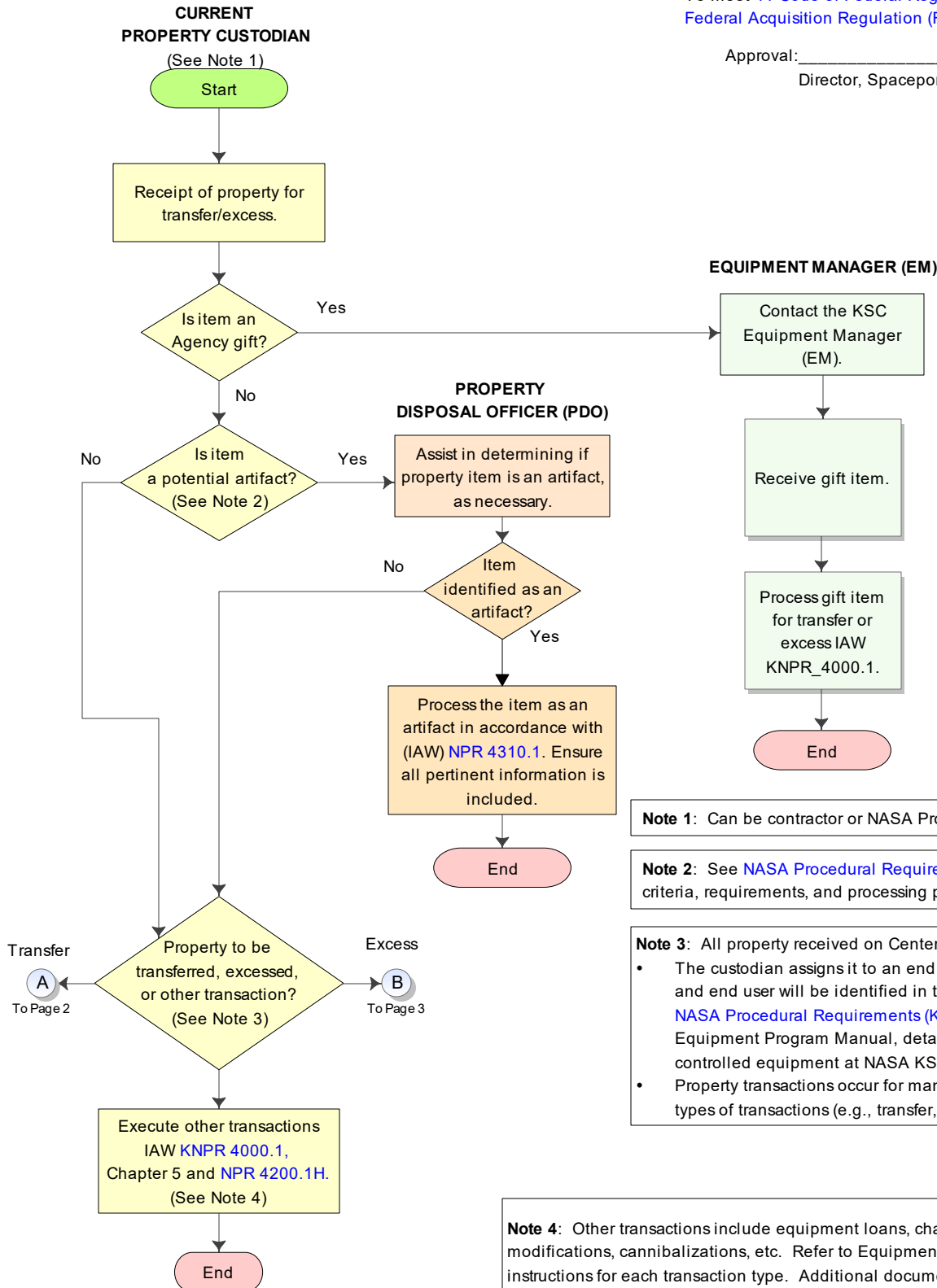
**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)
KENNEDY SPACE CENTER (KSC) PERSONAL PROPERTY
TRANSFER/EXCESS PROCESS**

KDP-KSC-P-3716
Rev: D

Objectives:

- To ensure personal property is properly managed over its lifecycle
- To meet NASA Agency property management requirements
- To meet [41 Code of Federal Regulations \(CFR\) 102](#) and [Federal Acquisition Regulation \(FAR\) 45.6](#)

Approval: _____
Director, Spaceport Integration and Services



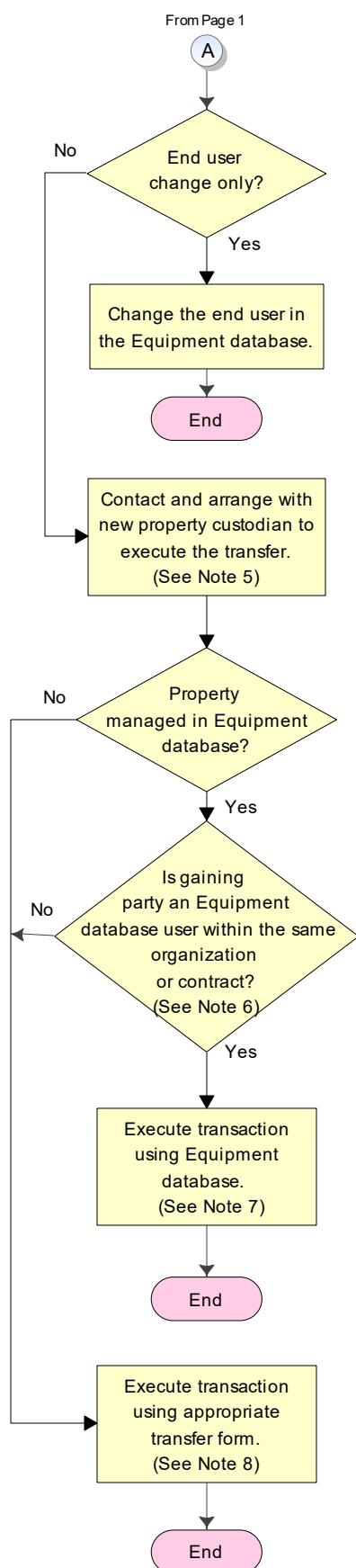
Note 1: Can be contractor or NASA Property Custodian.

Note 2: See [NASA Procedural Requirements \(NPR\) NPR 4310.1](#) for criteria, requirements, and processing procedures for artifacts.

Note 3: All property received on Center is assigned to a property custodian.

- The custodian assigns it to an end user, and both property custodian and end user will be identified in the Equipment database. [Kennedy NASA Procedural Requirements \(KNPR\) 4000.1](#), Chapter 2, Supply and Equipment Program Manual, details the acquisition and receipt of controlled equipment at NASA KSC.
- Property transactions occur for many reasons and can involve numerous types of transactions (e.g., transfer, excess, loan, lease, modify, etc.).

Note 4: Other transactions include equipment loans, changes in condition or location, modifications, cannibalizations, etc. Refer to Equipment database for types of transactions and instructions for each transaction type. Additional documentation, including [NASA Form \(NF\)-893](#), [NF-894](#), or [NF-1617](#), may be required to execute other transactions. Instructions for processing these documents can be found in [KNPR 4000.1](#), Chapter 5, Supply and Equipment Program Manual and [NPR 4200.1H](#), NASA Equipment Management Procedural Requirements.



Note 5: Contact the new custodian when using Equipment database. If the transaction is not accepted by the new custodian the transaction will eventually be cancelled or marked as pending (with the letter P).

Note 6: All NASA KSC civil servant employees are considered part of the same organization.

Note 7: The losing and gaining property custodians collaborate and approve the transactions. Transportation may need to be arranged depending on the item characteristics.

Note 8: All property transfers where either party is not an Equipment database user or the party is not of the same organization or contract require the use of either a [NF-894](#) or a [Department of Defense 43-1149](#) Form. In all cases, the property will be removed from the losing organization's property control system and will be added to the gaining organization's property control system.

**CURRENT
PROPERTY CUSTODIAN**

KDP-KSC-P-3716

Rev: D

From Page 1

B

No
Is this a
prohibited item?
(See Note 9)

Yes

Contact KSC medical and
environmental contractor
regarding prohibited items
IAW [KNPR 8500.1](#).

End

Prepare inventory schedule
and ensure item has been
prepared for excess.
(See Note 10)

Execute transaction
in Equipment database.
(See Note 11)

Coordinate delivery of
excess property to excess
warehouse.
(See Note 12)

Property custodian
makes corrections and
resubmits property data
entries.

**DISPOSAL
FACILITY CONTRACTOR**

Ensure count, condition
codes, description, etc.,
are correct.

No
Property
information
correct?
Yes

Accept Equipment
database transaction.

**PROPERTY DISPOSAL
OFFICER**

PDO determines property
dispositions. Gives notice
to Disposal Facility
Contractor to proceed.

Note 9: Prohibited items are listed in [KNPR 8500.1](#), KSC Environmental Requirements, Chapter 27.3.8.

Note 10: The custodian shall properly identify the disposition of an item as scrap, recycle, or a routine excess disposition. All inventory items should be properly prepared for excess and should have the appropriate documentation when submitted for excess as required by the following governing documentation:

- The safing, decontamination, and hazardous material handling of equipment must be addressed IAW [KNPR 4000.1](#), Chapter 7.
- Computers and Information Technology equipment containing Government data must have data removed or erased with the [KSC Form 28-828](#) affixed to the equipment (the Technical Support person removing or erasing the data will sign and complete [KSC Form 28-828](#) and affix it to the equipment). The Data Owner for the equipment may witness the removal or erasure of Government data.
 - PDO will return all equipment that does not have properly signed documentation [KSC Form 28-828](#) to the appropriate organization. [KSC Form 28-828](#) remains with the equipment through final disposition.
- Custodians preparing a rolling stock for excess shall process a [NF-1759](#) which should be submitted to the KSC Transportation Officer prior to coordinating delivery at NASA KSC Ransom Road Excess Warehouse.
- International Traffic in Arms Regulations (ITAR) and Export Control requirements must be addressed IAW [KDP-KSC-P-2190](#), KSC Export Control Process
- Demilitarization requirements must be addressed IAW [FAR 45.6](#).
- Precious metal extraction requirements must be addressed IAW [FAR 45.6](#).

Note 11: All custodians shall meet Agency and Federal procedural requirements (for contractors, as specified in their contract). These procedural requirements include:

- [NPR 4200.1](#), NASA Equipment Management Procedural Requirements
- [NPR 4300.1](#), NASA Personal Property Disposal Procedural Requirements
- [KNPR 4000.1](#), Supply and Equipment Program Manual
- [41 CFR 102](#) and [FAR 45.6](#)
- [FAR 52.245-1](#), [FAR 52.245-2](#), and [FAR 52.245-5](#), (as applicable)
- If property custodian does not have access to Equipment database, [KSC Form 7-49](#), Purchase Request may be used with PDO authorization.

Note 12: Transactions processed in Equipment database are automatically scheduled for delivery to NASA KSC Ransom Road Excess Warehouse.

**DISPOSAL
FACILITY CONTRACTOR**

From Page 3

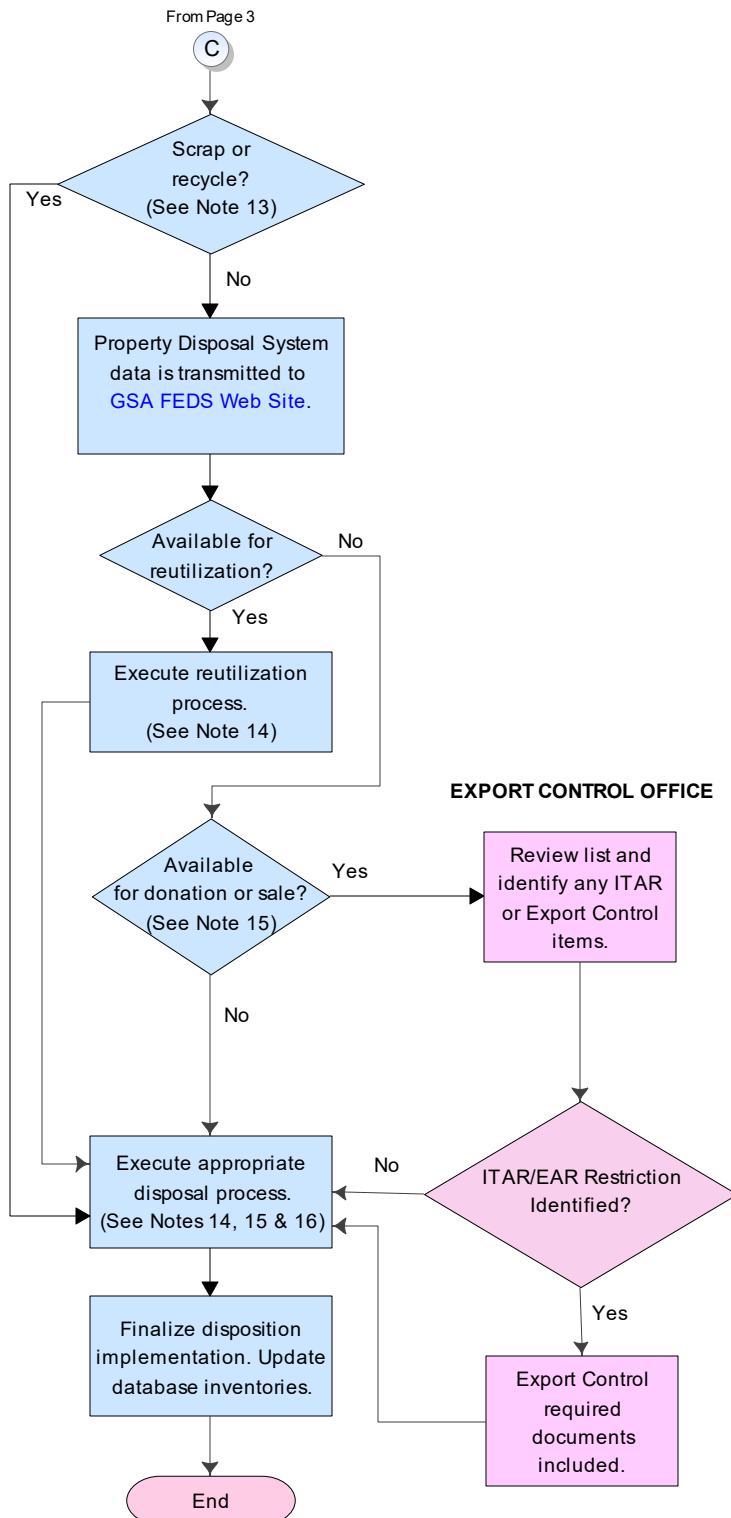
C


Note 13: If an item is scrap, recycle, or in another condition whereby advertising the item via [GSA FEDS Web site](#) is not advantageous, it may bypass the GSA FEDS screening and go straight to the proper disposition.

Note 14: Procedures and conditions for reutilization (such as direct transfers from one Federal agency to another, exchanges, etc.) as delineated in the Federal Management Regulation [102-36](#), are detailed on the [GSA FEDS Web site](#).

Note 15: Send copy of excess listing to the NASA Export Control Office for review and identification of any ITAR or Export Control controlled property items. Donations or sales of ITAR or Export Control controlled items shall be performed IAW ITAR or Export Control regulations as instructed by the NASA Export Control Office. (See [KDP-KSC-P-2190](#).)

Note 16: GSA conducts online sales, awards property, and provides successful bidders list to the NASA KSC PDO.



 **Run Setup**

 **Generators**

 **Resources**

 **Calendars**

 **Initialization**

 **Functions**

 **Monitors**